



# Neighborhood Preservation Planning

**Prepared for the  
Preservation Commission  
City of Richmond, Indiana**

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Jonathan C. Spodek, AIA, NCARB, assistant professor of Architecture directed the project in coordination with the City of Richmond Historic Preservation Commission. The study could not have been completed without the partnership and input of Scott Zimmerman of Historic Landmarks Foundation of Indiana and Charlie Ball of the Wayne County Foundation.



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# Executive Summary

The Richmond Neighborhood Preservation Plan is a document that delineates responsibilities and preservation goals and objectives to help navigate Richmond's neighborhoods through their preservation efforts. The plan includes information on the history and development of Richmond's neighborhoods and a preservation context statement that explains the importance of preservation planning. A series of goals, objectives, and actions compliments a significant portion of the study. The plan also describes the varying roles that both organizations should play within Richmond's neighborhood preservation planning. Finally, the appendix includes valuable resource material and proper contact information to aid in the search for preservation related recommendations and communications.

## Methodology

The planning team developed this plan through a structure of assessment, data gathering, evaluation, and community input.

- 1) The planning team familiarized itself with Richmond's historic neighborhoods:  
Conducted a visual survey of the community by driving and walking through the historic neighborhoods. Made notes of continuing themes and building types found within the varying neighborhoods.
- 2) Reviewed existing literature, reports, maps, and information:  
Collected and reviewed resource material regarding Richmond's historic neighborhoods. Resource materials included; maps, books, building surveys, and previous case studies.
- 3) Reviewed similar neighborhood and city preservation plans:  
Evaluated existing preservation plans from other communities to become familiar with planning strategies and procedures. Assessed the strengths and weaknesses of the plans reviewed.

- 4) Conducted a Richmond community meeting:  
Interested citizens participated in a community forum that included gathering viewpoints, input, and brain storming activities that helped define the nature of the neighborhood preservation planning priorities in Richmond.
- 5) Evaluating Data and Input to Establish Goals and Objectives.  
Developed the goal areas and priorities for Richmond's Neighborhood Preservation Plan by reviewing all research material collected and input from the community forum. The planning team then developed a list of Goals, Objectives, and Actions

### **Roles of the Historic Preservation Commission**

In order for neighborhood preservation planning to be successful, there must be strong leadership at the city level. Since 2000, the City of Richmond has in place a mechanism to facilitate this success in the Historic Preservation Commission. The primary goals of the commission are defined in the Historic Preservation Ordinance and are worded as follows:

- *“To promote the educational, cultural, and general welfare of the citizens of Richmond.”*
- *“Ensure the harmonious and orderly growth and development of the municipality.”*
- *“Maintain established residential neighborhoods in danger of having distinctiveness destroyed.”*
- *“Enhance property values and attract new residents.”*
- *“Ensure the viability of the traditional Uptown area.”*
- *“Enhance tourism within the City of Richmond.”*

## **Roles of the Neighborhood Associations**

Historic preservation efforts are supported and promoted by all people at the federal, state, local, or neighborhood level. Local residents, usually through neighborhood associations, can have a profound impact on the direction of these efforts. A well organized and established neighborhood association can work closely with the Historic Preservation Commission to help fulfill the neighborhood preservation goals. It is this cooperation that will ensure success of a neighborhood preservation plan. However, neighborhood preservation is a grass roots effort and its success is critically reliant on the residents and property owners.

## **Goals, Objectives, and Actions of Neighborhood Associations and the Historic Preservation Commission**

The culmination of the planning teams efforts resulted in five goal areas that were designed to ensure a successful neighborhood preservation planning program. These goal areas are based on the input gathered during the community forum. Within each of the goal areas, goals for both the Historic Preservation Commission and the Neighborhood have been identified. It is important that both work together to ensure the success of any neighborhood preservation initiative.

1. Advice/Direction
  - *Historic Preservation Commission*  
To create or demonstrate how an established neighborhood association can provide advice and direction to improve the overall quality and appearance of a historic neighborhood.
  - *Neighborhood Association*  
To provide grass roots advice to residents and direction for preservation in Richmond.
2. Education
  - *Historic Preservation Commission*  
To educate the neighborhood residents of the value and importance of Richmond's historic neighborhoods.
  - *Neighborhood Association*  
To educate residents and property owners about preservation and the Preservation Commission's activities.



3. Protection

- *Historic Preservation Commission*  
To preserve and protect the historic resources of Richmond neighborhoods including buildings, sites, and landscapes.
- *Neighborhood Association*  
To maintain Richmond's established neighborhoods in order to preserve their distinctiveness.

4. Promotion

- *Historic Preservation Commission*  
To promote, endorse, and advertise Richmond's historic resources and preservation activities.
- *Neighborhood Association*  
To promote the historic neighborhood/district as an important local resource.

5. Communications/Partnerships

- *Neighborhood Association*  
To develop communication and partnerships with established community and preservation-related organizations.



# Historic Neighborhood Context

## Richmond's Historic Context

The Richmond area was a favorite fishing and hunting ground for the Delaware and Miami Indians who populated east central Indiana. Established trails led from the Richmond area to their villages near Muncie and to the north and east. Westward expansion by European-Americans and the creation of the Northwest Territory opened the area to extensive settlement by European-Americans and the Indians reluctantly gave up the territory in the Greenville Treaty of 1795.<sup>1</sup>

Richmond's first non-Native settlers were mainly Quakers from Guilford County, North Carolina. Attracted by the promise of inexpensive land and the ban on slavery in the Northwest Territory, Quaker families left for Indiana. In 1806, three leading families, Hoover, Smith and Cox, staked claims on the Whitewater River; others soon followed. By 1810, the Whitewater settlement had enough taxpayers to qualify as a county and Wayne County was created by an act of the Territorial Legislature. In order to sell of land more quickly, John Smith hired David Hoover to survey his tract and create lots. The plat was entered as Smithville. In 1818 Jeremiah Cox platen part of his quarter section and began selling off lots. A new name was selected for the town: the Town of Richmond.

Richmond operated under its 1818 Town Charter until 1834, when the state legislature granted the community a Borough Charter. Richmond was chartered as a city in 1840 and by then had begun to stabilize its industry and marketing areas.

Although Centerville had been made the county seat of Wayne County in 1816, it lacked a real source of waterpower. Because Richmond was located on the Whitewater River, lumber and grain processors located in or near Richmond. By 1837, Richmond was a community of 300 homes. In 1840, the town's population was 2,070. Richmond's steady growth in the 1830s was directly related to the opening of the National Road.

The Federal government graded and partially paved a two-lane road through Maryland, Pennsylvania, Virginia, and Ohio; the National Road had reached the Indiana state line by 1833. The first town to be surveyed for the right-of-way inside Indiana was Richmond, and Richmond became the primary stopping point for westbound traffic until

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<sup>1</sup> Information for the Richmond history section was obtained from "Historical Development Community Renewal Program Richmond, Indiana R-81 (CR)", prepared by City Planning Associates, Inc., in October, 1969.





the road was completed to Indianapolis in 1840. Since cattle, hogs, and sheep were commonly driven to market in the 1830s and 40s, the National Road became a primary drovers' route, with Richmond serving as a staging area for drovers throughout eastern Indiana. Daily stagecoaches brought regular news to the town and gave Richmond's young industries a way in which to ship their products to other markets.

In the early 1800s, Richmond's commercial area was the three blocks of Main Street between 2<sup>nd</sup> and 5<sup>th</sup> Streets. Substantial rows of semi-detached brick town houses lined the river to the south of Main Street since Richmond's residential district was confined to the area between present day 2<sup>nd</sup> and 6<sup>th</sup> Streets, bounded by South A and South E Streets.

The waterpower provided by the Whitewater River made Richmond a natural site for industries requiring mechanical power in the pre-steam era. Peter Harter opened a woolen mill along the river in 1827. Grist millers also operated along the river. Charles Starr's cotton mill began operations in 1831. Thornburg, Hayes & Company built a foundry in 1836. William Bancroft opened a second woolen mill in 1836.

From the 1840s until railroads reduced its importance, the National Road carried immigrants west into Illinois and beyond the Mississippi River. Because the National Road was located on Richmond's Main Street, a commercial district of taverns, shops, and stores developed along both sides of the road from the riverfront to present-day Seventh Street. However, by 1847, the Baltimore and Ohio Railroad had pushed through to Wheeling, West Virginia, and the railroad, combined with steamboats on the Ohio River, took commerce away from the National Road. As a result, Richmond saw a period of decline until the Richmond and New Castle Railroad was completed through Richmond in 1853. Once more, industry and commercial growth was stimulated by transportation, and Richmond became an important producer of farm machinery.

Following the 1848 revolutions in Germany, many Germans emigrated to the United States. Many located around Cincinnati. The opening of the Richmond and New Castle Railroad to Cincinnati brought many of the German immigrants to Richmond. These new residents of Richmond settled in the old residential area south of Main Street as the previous occupants moved northeast to newer areas of Richmond.

By 1870, Richmond was Indiana's eighth largest city. The total population was 9,445 and incorporated a variety of ethnic backgrounds, including significant minority groups of Irish, African-Americans, and Germans. In 1873, the county seat was transferred from Centerville to Richmond. By 1874, Richmond had developed west over the Whitewater River into the area surrounding Earlham College. New homes went up rapidly in the south and the east. Industry expanded in the post-Civil War period. The Garr, Scott and Company plant sold threshing machines worldwide. Alpheus Test made steam engines and Richard Sedgwich opened a woven wire fence plant. James Starr's piano manufacturing company employed well-trained German cabinetmakers and finishers.

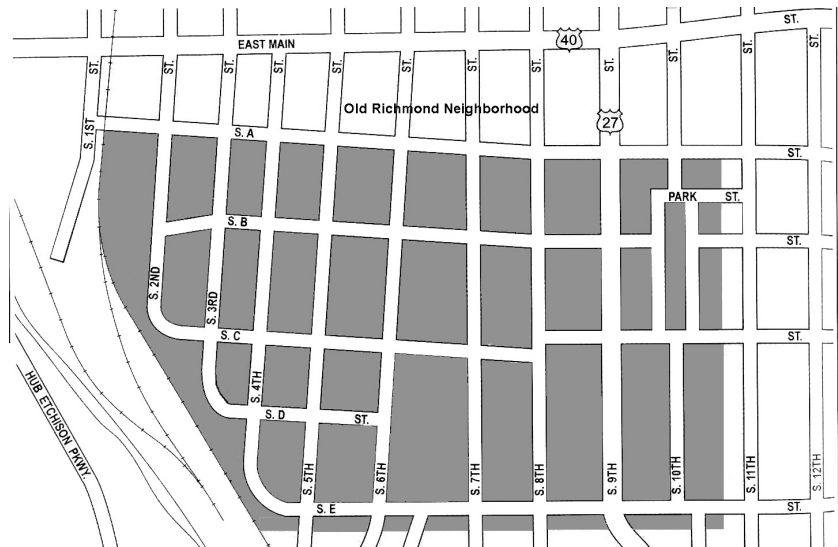


Francis W. Robinson's foundry began making threshing machines, selling them to western farmers who required such machinery to make planting large acreages possible. H.H. Dille and Elwood McGuire manufactured one of the first practical hand reel-type lawn mowers in the United States. When their business became successful, other businessmen began manufacturing lawn mowers in Richmond and Richmond became the lawn mower capital of the world, if the civic boosters are to be believed. Richmond also manufactured caskets. Steam power allowed new industries to locate away from the river, close to railroad lines. By 1880 Richmond's population had grown to 12,742.

During the early part of the twentieth-century, gasoline-powered combines made the steam-powered machines manufactured in Richmond obsolete. Gaar, Scott and Company's products went off the market and Swayne, Robinson, and Company abandoned its farm implement line.

The Great Depression had an effect on the housing stock in Richmond. There was very little new construction. Repairs often were not made to older structures; the residential neighborhoods of Old Richmond and the North End began to deteriorate rapidly. World War II brought industry and expansion back to Richmond. The Crosly Refrigerator Plant, which had opened in 1937, was converted to war work. ALCOA opened new production facilities. War workers came from Kentucky and Tennessee, as well as from surrounding rural areas. New construction of housing was not possible because of wartime material shortages. After the war, new houses were built in the surrounding areas while old houses were allowed to deteriorate. It was cheaper and less time consuming to build new than to conserve the old. In the 1940s and 1950s, a number of suburban areas were annexed by the City of Richmond.

## Richmond's Historic Neighborhoods



### Old Richmond Neighborhood

The Old Richmond Neighborhood is bounded on west by C&O Railroad, on east by South 11<sup>th</sup> Street, on North by South A Street, and on the south by the centerline of an alley south of South E Street. The neighborhood contains the area originally platted in 1816 along with early additions made before 1855. The area is listed on the National Register of Historic Places.<sup>2</sup> Old Richmond was originally occupied by Friends and later by Germans and free African-Americans.

Prior to 1840 Richmond was principally what is the Old Richmond Historic District. After 1837, as Richmond began to grow due to the National Road, Old Richmond's original Irish and English Quaker inhabitants moved northeast to newer areas of Richmond, turning over their early townhouses and cottages to German immigrants and free African-Americans. The Richmond black community early organized a significant

<sup>2</sup> Information for the neighborhoods was taken from the Wayne County Interim Report, published by Historic Landmarks Foundation of Indiana in 2001, and from National Register of Historic Places nomination forms for the neighborhoods.

center for educating freed Blacks and for harboring runaway slaves, the Bethel A.M.E. Church.

The main commercial district of Richmond was South 4<sup>th</sup> and 5<sup>th</sup> Streets. South 4<sup>th</sup> Street was Richmond's main commercial artery until 1837; before the National Road bridge was completed in 1837, the National Road ran along part of South 4<sup>th</sup> Street. These streets are lined with federal and Greek Revival town houses, interspersed with later early Victorian houses. The 200 block of South 4<sup>th</sup> Street contains several fine late-19<sup>th</sup>-century homes built by wealthy German-Americans.

South 2<sup>nd</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> Streets were mainly residential neighborhoods. South 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> Streets were the heart of Richmond's free African-American community before the Civil War. The neighborhood consists of freestanding town houses and one and one-half story cottages of federal and Grecian style.



### **Starr Neighborhood**

The Starr Neighborhood is bounded by North A Street on the south, North E Street on the north, North 10<sup>th</sup> Street on the on the west, and North 16<sup>th</sup> Street on the east. The land comprising the Starr neighborhood was purchased from Jeremiah Cox by Charles and Elizabeth Starr, who settled in Richmond in 1825. The Starr family was influential in Richmond's early development and later owned Starr Piano. The Starr neighborhood is and always has been a residential neighborhood occupied by well to do Quakers and other wealthy citizens. In the nineteenth century, many residents of the Starr neighborhood were leaders in Richmond businesses and industries. The Starr neighborhood contains examples of residential architecture in the Greek Revival, Italianate, Queen Anne, Second Empire, and Free Classic styles, among others. Because many of the original homeowners were members of the Society of Friends, they did not build ostentatious homes. The houses in the neighborhood emphasize classical balance and harmony of composition.



### Glen Miller Park Neighborhood

The Glen Miller Park neighborhood was listed on the National Register of Historic Places in 1986. The neighborhood includes East Main Street between 18<sup>th</sup> and 30<sup>th</sup> Streets, along with 175 acres of Glen Miller Park located to the north of Main Street. East Main Street, or the National Road, is a major entrance into Richmond; the Glen Miller Park neighborhood provides a broad, tree-lined residential thoroughfare into the city. The area developed over time due to the traffic along the National Road, the park development, and the continued attraction of Main Street after the turn of the century.

Glen Miller Park developed at the same time as the houses along East Main Street. The park was bought by the city in 1885. John Thorpe, chief of floriculture at the World's Columbian Exposition was hired and new features were added to the park, including iron bridges and electric lights. A golf course was opened in 1923. The Richmond Garden Club planted a rose garden next to the Charles House in the park. The Madonna of the Trail statue was one of twelve placed across the nation, six of which were on the National Road.

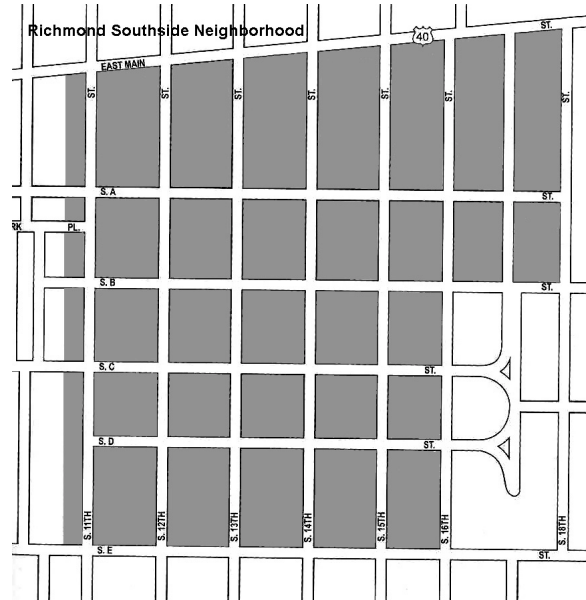
As the park developed, the area attracted prominent Richmond residents. The built larger and more elaborate houses than were already in the area. After 1910, fewer large and ornate houses were built; instead more modest, but well-designed, houses were built during the 1910s and 1920s.



### **Starr Parkside Neighborhood**

Bounded by the railroad tracks in the north, Main Street on the south, North 24<sup>th</sup> Street in the west, and 17<sup>th</sup> Street in the east, the Starr Parkside Neighborhood does not include Glen Miller Park. The area consists of working-class homes from the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. The most prevalent styles are Italianate, Queen Anne, American foursquare, and Craftsman/bungalow. Many of the homes have recognizable architectural details, but are not as elaborate as the homes in the nearby Starr neighborhood. In general, houses along 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup> Streets are older than those on 20<sup>th</sup> through 24<sup>th</sup> Streets. Many houses appear to have been constructed by the same builder. The northeastern part of the neighborhood was offered for sale as the Grand Boulevard Subdivision in 1913, but the homes there are not drastically different in style or scale from those located elsewhere in the neighborhood.

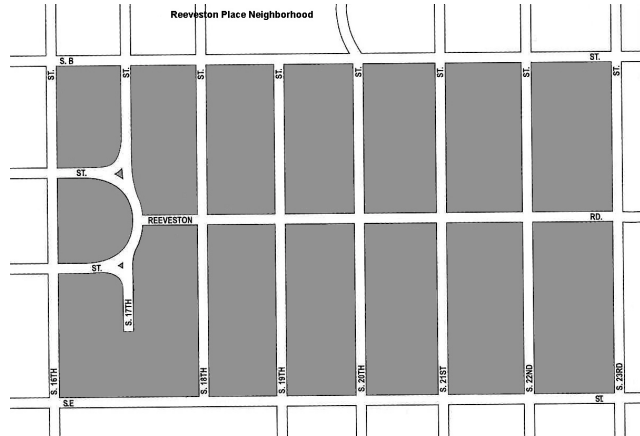




### Richmond Southside Neighborhood

The Southside Neighborhood is located between the Old Richmond Historic District and the Reeveston Place Historic District. Made up of the neighborhoods known locally as the East Main Street Neighborhood and the Vaile Neighborhood, it includes South 11<sup>th</sup> through 15<sup>th</sup> Streets from East Main Street to South E Street, and South 16<sup>th</sup> through 18<sup>th</sup> Streets from East Main Street to South B Street. Most of the buildings in the Southside neighborhood are late Victorian and early 20<sup>th</sup> century residences, dating from around 1870 to 1920. The area contains a variety of housing types, including single-family residences, double houses, row houses, and apartment buildings. Queen Anne style residences are commonly found in the district, many featuring Eastlake details. Other prevalent styles in the district include Free Classic, Italianate, and American foursquare.

Although the Southside neighborhood is comprised of a variety of styles, the buildings form a cohesive historic district illustrating residential development from the late nineteenth century into the early twentieth century, with little interruption from commercial structures.

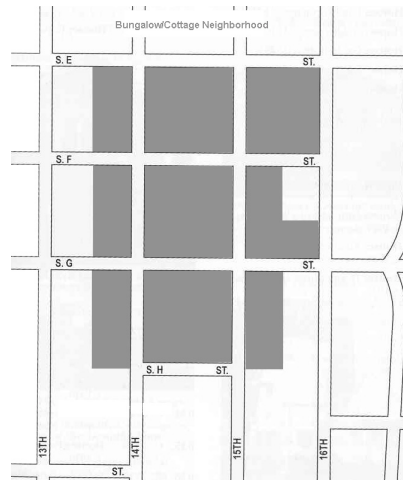


### Reeveston Place Neighborhood

Bounded on the north by South B Street, on the South by South E Street, and on the west by South 16<sup>th</sup> Street and the east by South 23<sup>rd</sup> Street. Well-known Richmond businessman Mark E. Reeves owned the land from 1853 to 1883. In 1867 Reeves built a Second Empire house for his family. The oldest house in the neighborhood is the Joseph Plummer House, built by the previous owner of the land. After the death of Reeves' widow in 1911, developers bought the land.

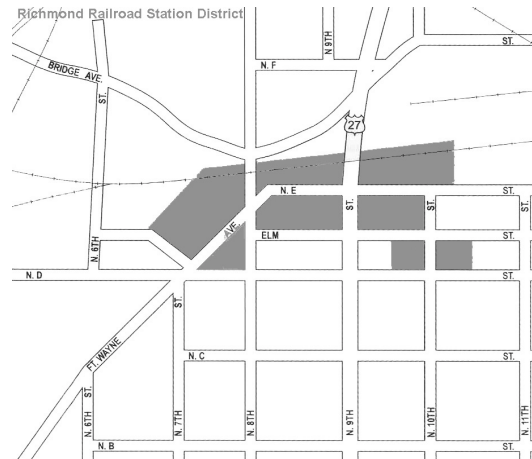
Like other early 20<sup>th</sup>-century American suburbs, Reeveston Place experienced a great deal of building activity after both World Wars. The growing popularity of the automobile also influenced the development of the neighborhood. Building activity occurred in the neighborhood for nearly a half a century, resulting in an eclectic mix of architectural styles.

One of the most important features of Reeveston Place is its street plan of wide boulevards and planted medians. The area has an eclectic mixture of architectural styles representing the first half of the twentieth century. Because the neighborhood was an area for the upper-middle class and the upper class residents of Richmond, a number of the houses were architect designed.



### **Richmond Bungalow/Cottage Neighborhood**

This neighborhood includes 14<sup>th</sup> and 15<sup>th</sup> Streets between South E Street and South H Street, and the west side of 16<sup>th</sup> Street between South E and South F Streets. The area is predominantly composed of bungalow and cottage types and appears to be a working class neighborhood of smaller homes. Many houses in this district appear to be from Sears or other catalog companies. Most of the houses date between the late 1920s and the 1940s. The oldest house dates to around 1912 while the most recent was built around 1960.



### Richmond Railroad Station District

The Richmond Railroad Station District is bounded by the Norfolk and Southern railroad track on the north, North 10<sup>th</sup> Street in the east, Elm Place and North D Street in the south and Ft. Wayne Avenue on the west. It was listed on the National Register of Historic Places in 1987. The district is a collection of late nineteenth- and early twentieth-century commercial and industrial buildings. The area developed as a direct result of the location of the railroad station that was located north of Richmond's downtown area. The businesses in the area were instrumental in the economic development of the region. Two of the older buildings still standing were built in the 1860s. A railroad station was constructed in 1872 and resulted in a rush of construction. Another surge of construction took place in the 1890s and included the Richardsonian Romanesque style Fire Department Hose House #1.

The Pennsylvania Railroad Station was constructed in 1902 from a design created by the office of Daniel Burnham. Railroad activity peaked early in the twentieth century.

The Richmond Railroad Station District has the largest concentration of late nineteenth- and early twentieth-century commercial buildings outside of Main Street. The district's architecture exhibits a wide variety of styles and represents the influence of transportation on the development of Richmond.



### Richmond Downtown District

The Richmond Downtown District is comprised of three blocks on both sides of Main Street in the center of the city, going east from North 7<sup>th</sup> Street. It is entirely a commercial district and most of the buildings were built between 1870 and 1910. The survey undertaken for the National Road in 1828 placed the new highway down Richmond's Main Street. It was an important factor in the development of Richmond, influencing both the level and direction of growth. U.S. 40 and U.S. 27 intersect at East Main Street and North Ninth Street and continue to bring traffic into Richmond's downtown.

The 1968 explosions damaged part of Richmond's original downtown area and leveled many buildings. The remaining historic downtown area is especially important because it retains a high degree of historic integrity and serves as a visual reminder of what the rest of the downtown was like before the tragedy and reconstruction.

# Richmond's Preservation Context

## What is a Preservation Plan?

A Preservation Plan is a document that provides the information necessary for maintaining and preserving the cultural and historical resources in a city, town, neighborhood, district, or site. The Preservation Planning process should include three major actions. The first of these is an inventory of existing conditions and future projections. Next, a statement of needs and goals should be established and lastly, a strategy should be formulated with a time frame that will guide the implementation of these needs and goals.

As a part of the requirements of the Historic Preservation Studio class at Ball State University, graduate students worked to develop a study for neighborhood preservation planning for the Richmond Historic Preservation Commission. The city contact was Charlie Ball, Director of the Wayne County Foundation and President of the Historic Preservation Commission. The inventory that was used for this plan was the Wayne County Interim Report. This document defined the boundaries for Richmond's historic districts and allowed us to identify concentrations of resources that needed to be considered in the future. A two-fold process formulated the needs and goals section of the plan. A community forum was organized and held by the students that allowed for an understanding of the concerns of the community members. In addition to this, the students reviewed literature to get a sense of the history of the community, as well as preservation plans from other communities as a reference tool.

Preservation planning often involves a wide range of individuals, from professional planners to community members. A major part of the preservation plan is centered on historic resources including buildings, neighborhoods, and landscapes. These historic resources give the community a sense of place, often offering positive features that are attractive to both those who live in the neighborhood, and outsiders.

There are a variety of reasons for adopting a preservation plan, dependant on the needs of the community. One of the main reasons is to define and state the goals of historic preservation in the community. This will help property owners be aware of the issues, educate the public, and help to guide future preservation efforts. Another major reason for creating a preservation plan is to comply with current zoning or planning laws. This will in turn help to create a legal basis for preservation. A final reason for a preservation plan is to encourage development in the form of tourism, city growth, or further protection of the resources.



Preservation plans should include ten different elements. This will allow the neighborhood and the Historic Preservation Commission to thoroughly understand the issues and to be able to implement the strategies with more ease. Standard elements of a preservation plan were included in the preservation plan created for Richmond. These elements are as follows:

1. Statement of Goals
2. Definition of Historic Character
3. "Preservation Context" Summary of past and Current Preservation Efforts
4. Historic Resources Survey
5. Explanation for Legal basis for Historic Preservation
6. Coordinating Preservation with Zoning, Land-use, and Growth Management
7. Defining Public Sector Responsibilities
8. Incentives for Historic Preservation
9. Relationship Between Preservation and Education
10. An Agenda for Future Action

### **Legal basis for preservation plan**

State zoning or planning enabling legislation mandates that preservation planning be addressed as a component of comprehensive city plans. A preservation plan is a necessary component, which clearly states the goals of historic preservation in the community. Preservation plans may also be used as a legal basis for a variety of actions, which may include but are not limited to:

- 1) the adoption of a new historic preservation ordinance;
- 2) to strengthen the legal basis for an existing preservation ordinance;
- 3) to provide interim protection of historic resources while steps are taken to adopt a formal preservation ordinance.

In Richmond, the City Council adopted Chapter 148 to the City of Richmond Code on July 10<sup>th</sup>, 2000. This chapter, commonly referred to as the Preservation Ordinance, formally established the Richmond Historic Preservation Commission and made four important declarations.

- 1) It declared that the research, protection, maintenance, rehabilitation, reconstruction, or development of historic districts is in the public interest.





- 2) It declared the intent of the ordinance is to provide a means to promote the cultural, economic, and general welfare of the public through the preservation and protection of structures and areas of historic and cultural interest.
- 3) It declared the intent of the ordinance to implement a comprehensive program of historic preservation by the appointment of a Historic Preservation Commission and by the establishment of an historic district or districts.
- 4) It declared the intent to respect rights of property owners.

Throughout this plan there are reference to this Preservation Ordinance. A complete copy may be obtained from the City of Richmond, Indiana.

### **How does Preservation fit in with the Wayne County Visioning Process?**

In February and March of 2002, The Wayne County Foundation organized a visioning process, which involved input from over 1100 citizens of Wayne County. The outcome of this process was the development of theme statements—each with a set of focus areas—that represent the direction in which Wayne County wishes to commence for the future. Preservation of historic neighborhoods interrelates with several of these theme statements.

#### *Theme Statement:*

*“Wayne County: its people, organizations, communities, and governments will be connected through coordination, collaboration, and communication.”*

Preservation of historic neighborhoods falls within the focus areas of “Using arts & culture/fun events as means to connect us,” and “County pride.” Special events within historic neighborhoods may serve as a means to connect people; preservation of historic neighborhoods with distinctive architecture may foster county pride.

#### *Theme Statement:*

*“The people of Wayne County, for enrichment, enjoyment and fun, will have access to diverse cultural and recreational opportunities.”*

Historic neighborhood preservation falls within the focus areas of “Culture/arts” and “Museums.” Preserving cultural resources within historic neighborhoods



may provide cultural opportunities; establishing and/or promoting house museums within historic neighborhoods may add to the focus area of museums.

*Theme Statement:*

*“The people of Wayne County will protect, preserve, and develop our land, homes, buildings, and our environment to enhance our future while honoring our heritage.”*

Historic neighborhood preservation falls within the focus areas of “Environment,” “Housing,” Beautification,” “Historic preservation (utilizing historic areas for current uses),” and “Neighborhoods.” Preserving land and homes, enhancing and beautifying neighborhoods, and honoring the natural and built environment are all viable means for addressing the focus areas.

*Theme Statement:*

*“Wayne County’s economic environment will support a diverse and sustainable economy that encourages innovation and risk taking.”*

Historic Neighborhood preservation falls within the focus areas of “Attracting and keeping young people,” and “Turning our fun/culture/arts/recreation into economic vitality.” Preserving and promoting historic neighborhoods may help attract young people to these areas. Promoting cultural resources within these neighborhoods may contribute to economic vitality and a sustainable economy.

## **Preservation Efforts in Richmond and Wayne County**

Wayne County has been involved in preserving parts of its heritage for quite a long time. One of the earliest efforts to do so was by the Wayne County Historical Society that was established in 1929. Other establishments committed to the history of their towns include Historic Hagerstown established in 1974, and Overbeck House. Historic Centerville Inc., is committed to the care of the Salisbury Log Courthouse, and Mansion House.

Another source of preservation for the county come in the form of the National Register. The register recognizes outstanding buildings as well as their historic, architectural, technological, or cultural significance. There are more than twenty-five individual listings in the county, in addition to historic districts that have been designated. Richmond has four such designations, Old Richmond (1974), Starr Historic District (1974), East Main Street –Glen Miller Park (1986), and Richmond Rail Road Station



district (1987). In addition to this, the Reeveston Neighborhood is in the process of being designated. The Levi Coffin House, located in Fountain City, which was listed in the register in 1966, is also a national Historic Landmark.

Preservation efforts have also been made in the form of publications geared toward varying preservation contexts. These include *Historic Richmond: Toward Architectural Preservation*, published in 1970. The emphasis of this document was to guide urban rehabilitation projects that involved the preservation of historic structures. This book was important because it first mentioned the need for a preservation district. Another document titled *A Rehabilitation Guide for the Near North Neighborhood Richmond, Indiana* a 1994 study conducted for a Ball State University studio project. Finally, a survey of Wayne County was conducted in 2001 by Historic Landmarks Foundation of Indiana. This survey was part of the Indiana Department of Natural Resources, Division of Historic Preservation and Archeology's statewide inventory of historic resources. This survey was published in The Wayne County Interim Report. Listed in this document are all historically significant buildings in the county. This report lists thirteen distinct districts, as well as scattered sites.

Several community forums have been held with a preservation emphasis. These include the sustainable Communities Through Historic Preservation Heritage Tourism Conference, A Visioning process for the community of Richmond that includes some preservation components, and most recently a community forum held for the purpose of developing this document.

Final preservation efforts have been made by the formation of several organizations, both public and private. One of the first private preservation organizations developed in the early 1970s was Old Richmond, which later became known as Historic Richmond. By the late 1970s, a group called Neighborhood Preservation Services was created. This group was a hands-on organization with the goal of saving buildings in Richmond and Wayne County. By 1977, these two groups had joined creating the present Preserve Richmond organization. Another organization with preservation interests is the Main Street Program that promotes commercial revitalization. The final preservation group that formed in 2000 is the Preservation Commission whose goal is to administer, facilitate, and support the preservation of Richmond's historic and cultural resources as defined in the ordinance.

In addition to the districts already in place, there are current efforts being made to create the city's first conservation district. This district, following the approval of the City Council, will be a single property district. The building located on the 700 block of Henry Road South is known as Harry and Helene Frankel house.



# Role of the H.P. Commission

In order for neighborhood preservation planning to be successful, there must be strong leadership at the city level. Since 2000, the City of Richmond has in place a mechanism to facilitate this success in the Historic Preservation Commission.

Richmond's Historic Preservation Commission is unified group of seven (7) members appointed by the Mayor that work together to administer, facilitate, and support the preservation of Richmond's historic and cultural resources, as defined in the ordinance. The Historic Preservation Commission is responsible for identifying, evaluating, and reviewing historic properties and districts. In addition, they serve as a liaison between the city government, local neighborhood associations, the Chamber of Commerce, and various community organizations. Furthermore, they must take a proactive role by recommending appropriate policies that support neighborhood preservation to the City Council. The Historic Preservation Commission also acts as an advisory group for neighborhood associations and individual property owners, to inform, educate and involve local citizens in historic preservation matters and activities.

The primary goals and purposes of Richmond's Historic Preservation Commission are declared and defined within the Historic Preservation Ordinance No. 26-2000.

- 1) *"To promote the educational, cultural and general welfare of the citizens of Richmond."*

By assuming a leadership role, the Historic Preservation Commission can fulfill this objective by advocating neighborhood historic preservation initiatives in Richmond. The Commission ensures the public awareness of preservation related issues and local initiatives affecting the historic neighborhoods of Richmond. In addition, the Commission makes certain that a preservation perspective is considered and incorporated into all planning and development initiatives within Richmond.

- 2) *"Ensure the harmonious and orderly growth and development of the municipality."*

A key step for the Historic Preservation Commission is the development of a proactive historic preservation plan for the City of Richmond that compliments and promotes preservation components addressed in the "Visioning" session and in the Comprehensive Plan of Richmond. The Commission should also hold periodic review of plans to identify areas effecting Richmond's historic resources.



- 3) *“Maintain established residential neighborhoods in danger of having their distinctiveness destroyed.”*

The Commission is charged with identification and establishment of conservation districts and after three years, develop those districts into local historic districts. Within this process, the Commission role is to develop and adopt design guidelines to ensure the historic character of the established districts/neighborhoods is maintained.

- 4) *“Enhance property values and attract new residents”*

By establishing conservation and local historic districts, protection is placed on the character of the neighborhood and the potential for property value increases is realized. The designation of these districts will promote neighborhood reinvestment, attract new residents and encourage neighborhood pride in ownership. Several studies have shown the potential relationship between historic district designation, neighborhood revitalization, and increased property value.

- 5) *“Ensure the viability of the traditional Uptown area.”*

The Commission should partner with and support Richmond’s Chamber of Commerce, Main Street program, and local merchants. Forming these partnerships will encourage and support reinvestment in and around the Uptown area.

- 6) *“Enhance tourism within the City of Richmond.”* The Commission can increase tourism by working with neighborhoods in areas of promotion, endorsement, and development Richmond’s historic resources.

# Role of the Neighborhood

Historic preservation efforts are supported and promoted by all people at the federal, state, local, or neighborhood level. Local residents, usually through neighborhood associations, can have a profound impact on the direction of these efforts. A well organized and established neighborhood association can work closely with the Historic Preservation Commission to help fulfill the neighborhood preservation goals. It is this cooperation that will ensure success of a neighborhood preservation plan. However, neighborhood preservation is a grass roots effort and its success is critically reliant on the residents and property owners.

A neighborhood association can be defined as any group of people that proclaims its commitment to neighborhood improvement and has a willingness to identify problems and seek solutions to the problems faced by the neighborhood. Within this group of people, a consensus must be reached as to the importance of neighborhood preservation as a priority. Once this is established, the neighborhood should focus on the level of involvement and advocacy to which they will commit.

A neighborhood association may face many issues with respect to historic preservation. In most cases, a viable solution to preservation-related problems is reliant upon the involvement of the neighborhood residents. An effective association will motivate residents, encourage consensus building, and facilitate implementation of a preservation plan.

Further responsibilities of the neighborhood association are to provide a forum for residents to express their opinions and build a consensus on key preservation issues affecting their area. Affording residents an opportunity to become involved with the issues and problems confronting their particular neighborhood and building strong communication between the neighborhood and the city can result in significant progress. Neighborhood associations can provide a clear, organized way for residents to speak to their city government. Two-way communication between the city and the neighborhood association is the key to a growing, progressive relationship.

Lastly, the neighborhoods should utilize any and all available resources to help them achieve their preservation-related goals. These resources may consist of but are not limited to city commissions and departments, state agencies, non-profit organizations, and other civic organizations.

# Goals, Objectives, & Action Strategies

In order for neighborhood Preservation to be successful in Richmond, involvement by both the Historic Preservation Commission and the Neighborhood Associations are necessary. Based on the community forum held in Richmond the following Goals and Objectives for the HPC and the Neighborhood Associations are outlined. Included with these goals and objectives are short, intermediate and long-term action strategies for each goal and objective identified.

## Goals, Objectives and Actions Strategies for the Richmond Historic Preservation Commission

### GOAL 1: ADVICE AND DIRECTION - To provide advice to residents and direction for preservation in Richmond

**Objective:** To give technical information to interested residents and groups.

#### **Actions:**

##### *Short term (1-3 years)*

- Create a Historic Preservation Commission web site on the city of Richmond's website that provides information on the history of Richmond, grant programs, technical issues, Commission hearing dates, and any other pertinent information relating to the Preservation Commission's proceedings.
  - Initially, the web site should contain meeting minutes and hearing dates. A subsequent stage of its development should include information on the Certificate of Appropriateness application process, the application itself for applicants to print out, and the agenda for the next meeting. As other pages of the web site are developed, they should include links to useful websites like the National Park Service's Preservation Briefs, the National Trust for Historic Preservation, the Indiana Division of Historic Preservation and Archeology and Richmond neighborhood associations.



*Intermediate term (3-6 years)*

- Establish a preservation section within the local library. Obtain grants to buy books for the library pertaining to repair of historic homes, researching building histories, architectural styles, and the National Register of Historic Places. When neighborhood preservation plans are adopted, those should be available at the library as well.

*Long term (6++ years)*

- Partner with preservation organizations to give presentations or workshops. Suggested partner organizations would be: State Historic Preservation Office, Ball State University Historic Preservation Program, and Historic Landmarks Foundation of Indiana.

**Objective:** To serve as an advocate for preservation in Richmond.

**Actions:**

*Short term (1-3 years)*

- Work with neighborhood associations to promote preservation within their respective areas by establishing a neighborhood liaison system that has designated neighborhood representatives that receive information on Commission activities. These liaisons should receive meeting agendas and could be a contact person for the Commission when this body needs information about a certain neighborhood such as the dates of neighborhood meetings and events.
- Promote preservation as a goal for the city government and the planning department.
  - Ask the planning staff to provide the Commission with agendas for every case that goes before the Common Council that is for a parcel in a historic area of Richmond. The Commission should direct the planning staff to the Wayne County Interim Report for information on the boundaries of historic areas in Richmond. For those cases where the Commission feels the historic area will be affected by a planning-related case, the Commission could then decide to compose a position letter for submission to the Common Council when it hears the case.

*Intermediate term (3-6 years)*



- Communicate regularly with the Chamber of Commerce and the Mayor's Office to update these parties regularly on the Commission. A quarterly memo, or more often as needed, could be sent to these parties, which could be augmented by a meeting at least twice a year.

*Long term (6++ years)*

- After the Commission has a full-time preservation officer, the Commission should then conduct the staff review of any zoning cases in its designated districts.
- Work with the Planning department to determine the feasibility of having a historic preservation overlay zone for its designated districts.

**Objective:** To develop a Master Preservation Plan for the city of Richmond.

**Actions:**

*Short term (1-3 years)*

- Review the visioning process to revisit preservation issues in Richmond.
- Review the 2001 Wayne County Interim Report in order to identify the unique character of Richmond's historic neighborhoods and landmarks.
- Prepare a statement of goals for preservation in Richmond.

*Intermediate term (3-6 years)*

- Apply to make the Richmond Commission a Certified Local Government (CLG) and therefore be eligible to receive funding for preservation initiatives. The benefits of the CLG program include having a competitive edge when applying for historic preservation grants. Each State Historic Preservation Office is required to set aside 10% of its federal funding for various CLG activities, which may include survey projects, National Register nominations, publications, and restoration work. Other advantages include participation in statewide preservation programs and planning, and eligibility to participate in nominations to the National Register of Historic Places.
  - To apply for Certified Local Government Status, the Historic Preservation Commission should provide to the Division of Historic Preservation & Archaeology the following:
    - Copy of the preservation ordinance

- Letter of compliance from the Mayor and Commission Chair
  - Resumes for each Commission member
  - Resumes for staff
  - Assurance of compliance with review of federally funded projects
  - List of designations
  - Description of survey and how it will be updated
- Use CLG funds to hire a consultant for the preparation of a Master Preservation Plan.

*Long term (6++ years)*

- Review and update the Plan every five years.
- Hire a full-time historic preservation officer. The officer's background should either be in historic preservation, planning, architecture or a related field.

**GOAL 2: EDUCATION – To educate Richmond about preservation and the Preservation Commission's activities.**

**Objective:** To build upon the Commission's knowledge of preservation and Richmond's historic resources.

**Action:**

*Short term (1-3 years)*

- Examine 2001 Wayne County Interim Report to be up to date on Richmond's historic resources.
- Join the National Alliance of Preservation Commissions (NAPC). Its mission is to build "strong local preservation programs through education, training, and advocacy."

*Intermediate term (3-6 years)*

- Participate in a NAPC Commission Assistance and Mentoring "summer camp" program.

*Long term (6++ years)*

- Send one Commission member or a staff member to attend a preservation conference, such as Indiana's O'Brien Conference, the American Planning Association's annual conference, or the National Trust for Historic Preservation's National Preservation Conference. These conferences provide



an excellent opportunity to meet other commission members, get ideas on initiatives other commissions are undertaking, and sessions on general preservation issues.

**GOAL 3: PROTECTION – To maintain Richmond’s established residential neighborhoods in order to preserve their distinctiveness.**

**Objective:** To identify boundary lines and establish local historic districts and landmarks.

**Actions:**

*Short term (1-3 years):*

- Identify boundaries and landmarks utilizing Wayne County Interim Report and/or National Register Nomination forms. These resources may be used for the creation of the district maps and the building classifications required for designation.
- Identify 1-2 neighborhoods that will be priorities for designation.

*Intermediate term (3-6 years)*

- Educate property owners in historic neighborhoods about the requirements, procedures, and benefits of local ordinance protection.
- Build support within the neighborhoods for local designation.
- Work towards designating 1-2 neighborhoods identified above as conservation districts.
- Notify property owners in neighborhoods that are going to be going before the Commission for designation. Gain support from at least 50% of the property owners, though 75% is recommended.
- Write the ordinance amendment that will designate the neighborhood or landmark.
- If passed by the Commission, present the amendment to the Common Council.

*Long term (6++ years)*

- After three years of designation, discuss whether any designated conservation districts should become historic districts. Meet with neighborhoods to discuss the differences between conservation and historic districts.
- Discuss neighborhoods and landmarks that should be considered next for designation.

**Objective:** To develop and adopt design guidelines for designated districts and landmarks.

**Actions:**

*Short term (1-3 years)*

- Inventory and analyze the prominent architectural characteristics of designated neighborhoods.
- Educate property owners about the requirements, procedures, and benefits of design guidelines for historic neighborhoods.

*Intermediate (3-6 years)*

- Hold public meetings to determine the goals, objectives, and components of neighborhood design guidelines. Important issues to discuss are what the residents want regulated and the rationale behind design guidelines.

*Long term (6++)*

- Write design guidelines for individual, designated neighborhoods.
- Adopt design guidelines for neighborhoods.
- Revise guidelines if a conservation district becomes a historic district.

**GOAL 4: PROMOTION – To promote, endorse, and advertise Richmond’s historic resources and preservation activities.**

**Objective:** To promote Richmond’s historic neighborhoods and landmark buildings and enhance tourism within Richmond.

**Actions:**

*Short term (1-3 years)*

- Develop a relationship with reporter/editor from the *Palladium-Item* newspaper that will continually cover Preservation Commission meetings and frequently feature the on-going neighborhood activities, events, and achievements.
- Create a recognition/award program that honors and commends individual and neighborhood preservation efforts and achievements in Richmond. Examples of award categories include Best Restoration or Best New Construction, and no more than 3 awards should be given each year.

*Intermediate term (3-6 years)*



- Educate and inform neighborhood associations about National Historic Preservation Week in May and encourage their support and participation.
- Brainstorm activities the Commission could co-sponsor to promote Richmond's neighborhoods.

*Long term (6++ years)*

- Sponsor or co-sponsor an activity or event during *Preservation Week*. Examples of events include workshops on how to research a house's history, hands-on workshops such as window repair, neighborhood tours, or theme tours (i.e. sites associated with a family, or similar buildings like factories or churches).
- Talk with local schools about education opportunities in regards to Richmond's history (i.e. speakers, field trips).
- Encourage creation of walking tour brochures of historic areas of downtown and make them available to local schools, historical society, and neighborhood associations.

## **Goals, Objectives and Actions Strategies for the Neighborhood Associations**

**GOAL 1: ADVICE AND DIRECTION – To provide the historic neighborhoods of Richmond with advice, direction and leadership with regards to maintaining and preserving the historic character of their neighborhood.**

**Objective:** To improve the overall quality and appearance of a historic neighborhood.

**Actions:**

***Short term (1-3 years)***

- If one does not already exist, discuss and raise support for a neighborhood association.
- Create neighborhood association goals. Goals should include the preservation of the neighborhood's historic resources.
- Conduct regular meetings. Meetings should include a regular preservation agenda item.
- Advocate and vote for officials who support neighborhood preservation efforts and initiatives.

***Intermediate term (3-6 years)***

- Create a newsletter that informs about neighborhood association activities and preservation issues.
- Establish a coalition and create dialogue between neighborhood associations. A coalition of associations would provide a unified voice to the city in regards to neighborhood concerns.

***Long term (6++ years)***

- Invite guests and preservation professionals to discuss legal issues, the National Register process, historic house research, funding avenues, etc. Guest speaker sources could be acquired from the following organizations; Ball State University's Department of Architecture, Indiana's Division of Historic



Preservation and Archeology, Historic Landmarks Foundation of Indiana, Local and State Historical Societies.

- Create a suggested resource list for the Preservation Commission to use in establishing a preservation library collection.

**GOAL 2: EDUCATION – To educate the neighborhood residents of the value and importance of Richmond’s historic neighborhoods.**

**Objective:** To encourage neighborhood associations to educate themselves about the historic resources within their neighborhood and how to protect these valuable resources.

**Actions:**

*Short term (1-3 years)*

- Neighborhoods should familiarize themselves with the Wayne County Interim Report (a county survey of historic buildings and sites) and National Register nominations for neighborhood districts. Neighborhoods can utilize these resources to realize what resources are available within the their neighborhood.

*Intermediate (3-6 years)*

- Create a neighborhood website with links to other preservation sites on the Internet. Suggested links include the National Park Service, Historic Landmarks Foundation of Indiana, Division of Historic Preservation and Archeology, National Trust for Historic Preservation, etc.
- Collaborate with other neighborhood associations to find out what other organizations are doing to educate their residents about neighborhood preservation.

*Long term (6++ years)*

- Develop a walking tour brochure that promotes and educates potential residents and visitors about the historic resources of the neighborhood. Themes for these brochures include neighborhood resources, architectural styles, historical themes, and building types (i.e. churches, factories, etc.).
- Sponsor or co-sponsor National Historic Preservation Awareness Week events in conjunction with National Preservation Week in May. Examples of events include

neighborhood tours, hands-on workshops, and educational presentations on local history.

- Utilize local vocational programs to create a restoration assistance program that could demonstrate proper restoration techniques to neighborhood residents.

**GOAL 3: PROTECTION – To preserve and protect the historic resources of Richmond’s neighborhoods, including buildings, sites, and landscapes.**

**Objective:** To begin establishing local neighborhoods as conservation districts as per Richmond’s Historic Preservation Ordinance.

**Actions:**

*Short term (1-3 years)*

- Compile a list of property owners within the district boundaries.
- Discuss designation with neighborhood residents in order to gain support.
- Define the boundary areas of the neighborhood to facilitate the creation of maps of the district.
- Develop a map indicating the boundaries of the proposed conservation district.
- Contact the Historic Preservation Commission in order to begin the designation process.

*Intermediate term (3-6 years)*

- Build support for designation from at least 50% of property owners, as required for designation.
- Attend Commission hearings and Common Council proceedings that discuss the neighborhood’s designation.

*Long term (6++ years)*

- Discuss option of becoming historic district after three years of being a conservation district. Invite Commission members to neighborhood meeting to explain the difference between these two types of designation.
- Build support for historic district designation from at least 50% of property owners.

**Objective:** To develop and implement design guidelines for maintaining architectural character within historic neighborhoods.

**Actions:**

*Short term (1-3 years)*

- Consider or identify outside agencies (i.e. Ball State University MSHP students) to develop design guidelines.
- Conduct visual survey of neighborhood resources to identify common themes among those properties.

*Intermediate term (3-6 years)*

- Create design guidelines that would ensure sensitive additions and alterations along with minimum maintenance standards to the historic resources within the neighborhood.

*Long term (6++ years)*

- Adopt design guidelines when neighborhood becomes a historic district.

**GOAL 4: COMMUNICATION/PARTNERSHIPS – To develop communication and partnerships with established community and preservation-related organizations.**

**Objective:** To promote an active dialogue between neighborhood organizations, city officials, the preservation commission, non-profit groups, and other interested parties to encourage strong partnerships.

**Actions:**

*Short term (1-3 years)*

- Designate a liaison system between the city historic preservation commission and each neighborhood association. The liaison would be responsible for attending meetings and reporting back to their respective organization.
- Invite community leaders to be involved in planned neighborhood events. Specifically, representatives from the Mayor's Office, Common Council, and Preservation Commission.



*Intermediate (3-6 years)*

- Identify and contact community leaders about issues and opportunities that need to be addressed within historic neighborhoods.
- Encourage community leaders to back initiatives that are sensitive to the needs and wants of historic neighborhoods.

*Long term (6++ years)*

- Collaborate with other neighborhood groups to discuss solutions to neighborhood challenges. Hold social events that encourage idea exchange in an informal setting. Invite other residents of Richmond into your neighborhood and show them the advantages to owning and living in a historic neighborhood.
- Establish a permanent position for a member of the neighborhood association to sit on the Historic Preservation Commission. The ex-officio member could inform commission on neighborhood preservation issues and could promote the neighborhood association's agenda.

**Objective:** To encourage community leaders to have an active involvement in neighborhood issues and events.

**Actions:**

*Short term (1-3 years)*

- Invite community leaders to be involved in neighborhood events and meetings.

*Intermediate (3-6 years)*

- Encourage community leaders to push for actions that are sensitive to the needs and wants of historic neighborhoods.

*Long term (6++ years)*

- Establish a permanent position for a member of the Chamber of Commerce or Mayor's office to sit on the neighborhood association.

**GOAL 5: PROMOTION –To promote the historic neighborhood/district as an important local resource.**

**Objective:** To develop promotional events and recognition programs that encourage neighborhood residents to take pride in ownership, while promoting their historic resources to the outside community.

**Actions:**

*Short term (1-3) years*

- Create an award program that recognizes specific accomplishments within the neighborhood. Awards would be given out on a yearly basis with no more than two recognitions per year. Examples of two awards would be *Best Historic Restoration* and *Most Improved House*. Be selective.

*Intermediate term (3-6 years)*

- Publicize neighborhood events and publish award winners in local newspapers and on radio stations to increase visibility within Richmond.
- Identify reporter at *Palladium-Item* that covers neighborhood events, and ensure that this reporter is informed about events being held.

*Long term (6++ years)*

- Use already planned community events in order to create higher visibility for your neighborhood organization. For example, host a neighborhood event in conjunction with other community events such as Pioneer Days, Railroad Days, and the Richmond Jazz/Arts Festival.
- Host neighborhood events including house tours, block parties, holiday tours, etc. These events may draw outside interest from those interested in historic neighborhoods.

# Appendices

Appendix A: Richmond Contacts

Appendix B: Preservation Organizations

Appendix C: Certified Local Government (CLG) Information

Appendix D: Tax Credit and Grant Programs

Appendix E: Secretary of the Interior's Standards

Appendix F: *Preservation Briefs* Introduction

Appendix G: National Register Information

## Appendix A: Richmond Contacts

Richmond Planning Department  
50 North 5th Street  
Richmond, IN 47374  
Phone: (765) 983-7341

Community Development  
Constituency Services Coordinator  
50 North 5th Street  
Richmond, IN 47374  
Phone: (765) 983-7222  
Fax: (765) 983-7212

Mayor's Office  
City of Richmond, Indiana  
50 North 5th Street  
Richmond, IN 47374  
Phone: (765) 983-7208  
Fax: (765) 983-7212  
email: [mayor@ci.Richmond.in.us](mailto:mayor@ci.Richmond.in.us)

Richmond/Wayne County Chamber of Commerce  
33 South 7th Street - Suite 2  
Richmond, Indiana 47374  
Phone: (765) 962-1511  
Web site: <http://www.rwchamber.org/>

Wayne County Foundation  
33 South 7<sup>th</sup> Street – Suite 1  
Richmond, Indiana 47374  
Phone: (765) 962-1638  
Web site: <http://www.waynet.org/nonprofit/waynecofoundation.htm>

Main Street Richmond/Wayne County  
829 E. Main St.  
Richmond, IN 47374  
Phone: (765) 962-8151  
Web site: <http://www.uptownrichmond.com/>





## Appendix B: Preservation Organizations

There are several organizations and agencies that are useful for those involved with preservation projects to know about. They can be sources of information, support, and funding.

### **National:**

Heritage Preservation Services  
National Center for Cultural Resources Stewardship & Partnership Programs  
National Park Service  
1849 C Street, NW, NC330  
Washington, D.C. 20240  
Phone: (202) 343-9583  
Web site: <http://www2.cr.nps.gov/welcome.htm>

This branch of the Park Service is involved with many different areas of preservation. This agency publishes the *Preservation Brief* series (see Appendix F), *Preservation Tech Notes*, and *The Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* (see Appendix E). They also manage the Historic Preservation Fund that gives money to states for historic preservation.

National Trust for Historic Preservation  
1785 Massachusetts Ave, NW  
Washington, DC 20036  
Phone: (202) 588-6000  
Web site: <http://www.nthp.org>

In existence for over 50 years, this is the largest preservation non-profit organization in the country. Their mission statement is: "The National Trust for Historic Preservation provides leadership, education and advocacy to save America's diverse historic places and revitalize our communities." They also host a national preservation conference every year for preservation professionals.



National Main Street Center *of the*  
National Trust for Historic Preservation  
1785 Massachusetts Avenue, N.W.  
Washington, DC 20036  
Phone: (202) 588-6219  
Web site: <http://www.mainstreet.org>

A branch of the National Trust, this organization's focus is on Main Street areas such as downtowns. They have developed an approach for how to revitalize downtowns and offer technical assistance. Indiana has its own branch of the Main Street program (see below).

National Alliance of Preservation Commissions  
Post Office Box 1605  
Athens, GA 30603  
Phone: (706) 542-4731  
Web site: <http://www.arches.uga.edu/~napc/index.htm>

According to its mission, the NAPC builds strong local preservation programs through education, training, and advocacy. Its focus is on preservation commissions and the organization publishes a bi-monthly publication, *Alliance Review*. NAPC also provides professional summer camps for local commissions who feel they need some additional training.



## **Indiana Resources**

Division of Historic Preservation and Archeology  
Department of Natural Resources  
402 W. Washington Street, W274  
Indianapolis, Indiana 46204-2739  
Phone: (317) 232-1646  
Web site: <http://www.state.in.us/dnr/historic/>

This division is Indiana's State Historic Preservation Office (SHPO). It administers the state's Historic Preservation Fund grant programs, reviews National and Indiana Register nominations, and manages the state's cemetery and burial grounds registry.

Historic Landmarks Foundation of Indiana  
340 West Michigan Street  
Indianapolis, IN 46202  
Phone: 800-450-4534  
Web site: <http://www.historiclandmarks.org>

This statewide non-profit organization provides information on many aspects of preservation through publications and workshops. With eight regional offices and a headquarters in Indianapolis, Historic Landmarks tries to help both individuals and local organizations find the resources they need for their preservation projects.

Indiana Main Street  
Indiana Department of Commerce  
One North Capitol, Suite 700  
Indianapolis, IN 46204-2288  
Phone: (317) 233-0410  
Web site: <http://www.ai.org/mainstreet/>

In January 1986, Indiana Main Street opened its doors as a technical assistance program of the Indiana Department of Commerce. Indiana Main Street does not provide direct grants or funding; instead, it emphasizes building local resources through professional assistance to its participating communities.



## **Appendix C: Certified Location Government (CLG) Information**

### **What are the Benefits of Being a CLG?**

The benefits to local governments from participating in the CLG program are numerous. While CLG grants generally represent a relatively small amount of funds, they have often been used as seed money to attract funding from local government or other sources. Also, in many cases, the products generated by CLG grants have provided credibility to a fledgling local historic preservation program. Beyond being just a source of funds, the CLG program has helped institutionalize historic preservation and give it legitimacy as a function of local government. Since the local government staff working in the CLG Program are often in the local planning office, the CLG program has helped forge critical connections between historic preservation and land use planning. Similarly, the CLG program has led to increased cooperation between local preservationists and the State Historic Preservation Office and resulted in a strengthened statewide preservation network.

### **Where does funding for CLG grants come from?**

Funding for grants to Certified Local Governments comes from the Historic Preservation Fund (HPF), a Federal grants program appropriated by the U.S. Congress and administered by the National Park Service (NPS), which provides financial support to State Preservation Offices (SHPOs). Under the provisions of the National Historic Preservation Act, as amended, SHPOs are required to award at least 10% of their annual HPF monies to CLGs in their State.

### **What types of projects are eligible for CLG funding?**

HPF grants to Certified Local Governments have funded a wide variety of local historic preservation projects. Projects eligible for funding and the criteria used to select them are developed yearly by each SHPO. CLG project types that have been funded include the following:

- architectural, historical, archeological surveys, and oral histories
- preparation of nominations to the National Register of Historic Places
- research and development of historic context information
- staff work for historic preservation commissions, including designation of properties under local landmark ordinances
- writing or amending preservation ordinances
- preparation of preservation plans
- publication information and education activities

- publication of historic sites inventories
- development of publication of walking/driving tours
- development of slide/tape shows, videotapes
- training for commission members and staff
- development of architectural drawings and specifications
- preparation of facade studies or condition assessments
- rehabilitation or restoration of properties individually listed in the National Register of Historic Places or contributing to a National Register historic district

**What other criteria govern whether a local historic preservation project is eligible for funding?**

There are two other factors: all CLG grants must result in a completed, tangible product and/or measurable result; and all must be carried out in accordance with the applicable Secretary of the Interior's Standards for Rehabilitation (See Appendix E for more information).

**How much money is there in a CLG grant?**

The amount of money in a CLG grant must be large enough to have tangible results. Otherwise, there are no specific Federal requirements regarding the amount of money SHPOs make available in individual grants to CLGs. Consequently, the dollar amount of the grant depends primarily on the funding policy set by each SHPO. Some States try to award a grant to each CLG in the State every year. In general, the dollar amount of grants in these States tend to be small, particularly if there are numerous CLGs. On the other hand, other States award relatively few but larger grants. On a nationwide basis, CLG grants in 2001 ranged in size from \$500 to \$60,000.

**Do CLG grants require a financial contribution from the CLG?**

In most states, CLG grants are matching grants, i.e. recipients must provide a certain amount of cash or in-kind services to be used in carrying out the grant project. Each SHPO determines how much, if any, match is to be required. For grants in Indiana, it depends on the type of grant. Some require a 50/50 match, and others require that the CLG put up only 30% of the project's costs. In most States, a 50/50, or "dollar-for-dollar" match is required. This means that for every dollar received the recipient must provide a matching dollar in services, cash, or volunteer hours, as specified by State policy. (See "How can the grant be matched?" below for more information.)



### **How do SHPOs notify CLGs of the availability of CLG grants?**

SHPOs makes an annual mailing to each CLG, and each local government whose application for certification is pending, notifying them of the availability of CLG grant funds. Potential CLG applicants are informed of the total amount of funds available, state priorities for funding, criteria to be used in selecting proposals to be funded (see below), a deadline for submitting requests, and a written description of what must be included in applications for CLG grants. DHPA makes the application packets available on its website as well.

### **What are the application procedures?**

Although application procedures and time frames vary from State to State, in general, the SHPO solicits grant proposals from its CLGs in the fall. Applicants then submit a Grant Application (or Subgrant or Project Proposal), which describes the project and why it is needed, how the project is to be carried out and what its goals are, who will be doing the proposed work and their professional qualifications, a proposed budget and project schedule, and the specific products to be generated by the project. Applications are generally due in the fall.

### **Who decides which applications are funded?**

Each SHPO sets its own funding priorities. Among the factors typically used to rate grant proposals are compatibility with the broad goals of the SHPO, urgency of the project, significance of the historic properties, geographic distribution of grant funds, education and public awareness potential, and the administrative and financial management capability of the applicant. DHPA informs applicants of not only how much money total will likely be available, but how that funding will be divided among the different grant programs.

### **On what grounds may SHPOs decline to fund an individual CLG grant request?**

CLG grants are competitive. While all CLGs are entitled to submit proposals, not all may get funding. SHPOs may decline to fund a proposal that does not adequately address the State's funding priorities, meet its selection criteria, have access to necessary professionals, or be achievable within the time period allowed or the budget proposed. However, States must base grant award decisions on the selection criteria included in the application instructions and notice of grant availability. Additionally, SHPOs may choose not to fund a proposal if they have reason to believe that the applicant does not have the necessary experience or financial resources to carry out the project or has not performed satisfactorily on a previous CLG grant.

### **When are proposals selected?**

While time frames vary in other states, successful applicants usually receive notification in the early spring that their proposal will be funded. The SHPO staff recommends applications that should be funded, and submits those recommendations to the Indiana Historic Preservation Review Board at their first meeting of the calendar year. An agreement between the SHPO and the CLG stipulating the terms of the grant is generally signed in the spring or summer.

### **When can work begin?**

Applicants for CLG funds must wait until the grant agreement between the SHPO and the CLG's chief elected local official, or his or her legal representative, is signed before starting work on any project. Unless specifically authorized in writing by the SHPO, costs incurred prior to execution of the written agreement will not be paid.

### **How long does the grant last?**

The schedule for completing the project will be outlined in the grant agreement. Currently, DHPA stipulates that projects must be completed by the summer following the beginning of the project (example: 2003 grant projects must be finished in June of 2004). Most CLG grant projects are completed within 9 to 18 months. Multi-year projects require applying for separate grants in successive years and performing the work in phases.

### **Can the time be extended?**

If circumstances outside of the control of the CLG make the terms of the grant agreement unachievable, the agreement may be modified or cancelled by mutual agreement between the SHPO and the CLG. For example, if inclement weather interferes with field survey and prevents completion of the work specified in the grant agreement within the time period stipulated, a limited time extension may be granted or the scope of work and budget amended. However, extensions may not stretch the grant period beyond the two-year limit on the expenditure of HPF monies. (See question above.)

### **When are the grant funds actually transferred to the CLG?**

Most CLG grants are reimbursable grants. CLGs must first pay the project costs and then submit a request to the SHPO for reimbursement. Consequently, the CLG must have enough money "up-front" to be able to carry the project (including paying contractors) until it gets reimbursed. CLGs should learn the



requirements and timing of the State's reimbursement procedures before the project begins.

**Does the CLG have to complete the project before being reimbursed?**

Not always. Depending on the type of project funded, many SHPOs allow CLGs to submit reimbursement claims on an interim "milestone achieved" basis. The remaining 15% of the funding will be withheld until the DHPA staff approves the final report for the project.

**Why is matching share required?**

In establishing a partnership between Federal, State, and local governments, the National Historic Preservation Act requires that HPF grants be matching grants. Underlying this requirement is the need for each of the partners to share the costs of historic preservation. Matching grants ensure that there is strong State and local commitment to projects and result in more historic preservation work being performed than if Federal funds alone were involved.

**How can the grant be matched?**

Grants can be matched in three ways in Indiana: in cash, through in-kind services (like services or goods), or volunteer time necessary to achieve the required product. These can all be combined to achieve the match.

**Can the time spent by CLG staff on the project be counted as match?**

Yes. In most States, work on the project performed by the staff of the local government is considered part of the overall cost of the project and can be counted as part of the CLG's match. Copies of time sheets and payroll printouts are required as documentation of employee time devoted to the project. CLGs must include staff time in the project budget, like any other cost, if they plan to claim it as match.

**Can the services of volunteers be counted as in-kind match?**

Yes. Many states allow services provided by volunteers, both professional and nonprofessional, to be counted as match by CLGs. The work performed by volunteers must be a necessary part of achieving the products expected from the project and cannot be more than half its total cost.

### **When used as match, how are volunteer services valued?**

In order to claim volunteer services as in-kind match, CLGs must first establish the rate of pay for the type of work performed by the volunteers. Often SHPO pay scales establish the maximum rate allowed for professionals. If a volunteer performs services outside his or her profession, the volunteer time must be valued at the Federal minimum wage rate (for example, an archeologist stuffing envelopes would be valued at minimum wage rate). Also, as evidence that volunteers contributed to the project, time records documenting each volunteer's time must be submitted to the State.

### **If a CLG chooses not to count volunteer services as match, does it still have to provide time records?**

No. In most States, documentation of volunteer time spent on a project is only required when the CLG wishes this contribution to count as part of its matching share.

### **What other types of in-kind services can be counted as match?**

Most States allow CLGs to claim as match in-kind services such as supplies (i.e., paper or film), developing photographs, photocopying, office rent, clerical support, or certain administrative costs when these are donated to the project by either the local government or a third party. When a CLG chooses to count these supplies or services as match, documentation is required. If grant funds could have been used to pay for a particular item had it not been donated, then the donation will usually be allowable as a matching share contribution.

### **What sort of reports must be turned in?**

Progress reports are usually required on an interim basis. These reports must include a description of what has actually been accomplished and spent to date. SHPOs set the format for these reports and require preliminary products, as appropriate. A final project report is also required upon completion of the grant.

### **What sort of procedures must be followed when a local government uses CLG grant funds to pay for consultants or contractors?**

Hiring consultants or contractors to perform part of the project must be done in accordance with acceptable State-established competitive procurement procedures compatible with Federal requirements (and with whatever local procedures apply). Frequently, existing State and local government procedures that meet these requirements are used. A certain number of qualified firms or individuals

must be contacted to ensure a fair, open, and competitive selection process. Generally, at least three price quotations or bids must be obtained and the process must be documented. Architects, historians, or other professionals must meet qualification standards set by NPS. Selection may be based on experience, qualifications and cost, rather than cost alone. In many States, the SHPO requires that the CLG consult with it before consultants or contractors are selected.

**Can CLG grant funds be used to buy supplies or equipment?**

Yes. Most local, State, and Federal regulations require price comparisons and a competitive selection process in purchasing equipment, negotiating a lease, or procuring nonprofessional services. Generally, State and local procurement regulations apply. Some SHPOs require grantees to request prior approval for purchases greater than \$500 in value.

**How long must records on grant expenditures be kept?**

The grant agreement usually specifies records requirements. Documentation relating to the fiscal aspect of any grant project usually must be kept for a minimum of three years after the date of receipt of the last payment (i.e. reimbursement under a CLG grant), or until an audit for the grant period is accepted.

**Where can I find additional information on CLG grants?**

The Division of Historic Preservation and Archeology (see Appendix B for their contact information and web site)

*Source: National Parks Service web site: <http://www2.cr.nps.gov/clg/clgquest.htm>*

## Appendix D: Tax Credit and Grant Programs

### Tax Credit Programs

#### National:

##### Rehabilitation Investment Tax Credit

The federal government offers the Rehabilitation Investment Tax Credit as a financial incentive for owners of historic properties to complete appropriate renovation. To qualify for the tax credit--equal to 20% of qualified rehabilitation expenses--a building must be listed in or eligible for the National Register of Historic Places, and must be income-producing (not a private residence). The renovation must comply with the *Secretary of the Interior's Standards for Rehabilitation* (see Appendix E). There is a three-part application process during which DHPA reviews the project components for their eligibility for the credit, and to provide advice on the application contents.

#### State:

##### Rehabilitation Investment Tax Credit

A state historic rehabilitation tax credit program is available to Indiana state income taxpayers who undertake certified rehabilitations of income-producing historic structures (not private residences) that are at least 50 years old and listed on the Indiana Register of Historic Sites and Structures. Modeled on the Federal historic preservation tax credit incentive, the State credit program differs from the Federal program in some ways. The new State Incentive allows a taxpayer to take a State Income tax credit for 20% of the total qualified rehabilitation or preservation cost of a project, up to a maximum of \$100,000 per project. In order for the project to be eligible for the tax credit, the work must meet the *Secretary of the Interior's Standards for Rehabilitation*. The program is administered by the Division of Historic Preservation and Archaeology (DHPA). There is a cap on the dollar amount of credits that can be issued each year. DHPA can be contacted for applications and further information on this program. This requires one extra form that can be submitted with the federal tax credit application.

##### Indiana Residential Historic Rehabilitation Credit

This program offers owner-occupants of historic houses a credit equal to 20% of qualified rehab expenses against state tax liability. The residence must be at least 50 years old and listed in the National Register. Rehabilitation expenses must exceed \$10,000 and comply with the *Secretary of the Interior's Standards for*



*Rehabilitation.* Before beginning rehabilitation work, contact DHPA for approval and information.

#### Property tax deduction

An Indiana taxpayer who rehabilitates a historic structure--commercial building or private home--can qualify for a tax deduction if the work increases the assessed value of the building. The property owner may deduct 50% of the increase in property tax resulting from the rehabilitation work. Expenses must exceed \$10,000, and the property must be at least 50 years old. For more details and to request the appropriate state tax form, call your county auditor's office.

### **Grant Programs:**

Historic Preservation Fund: In Indiana, there are three sub-grants: Architectural and Historical, Archeological, and Acquisition and Development. The state funding is not divided equally between these three programs, but the state provides a breakdown of the percentage that goes toward each of the sub-grants. These grants can fund architectural surveys, preservation plans, building stabilization, and other preservation-related projects. See the application packets for a list of eligible projects for each of these grants.

#### Historic Landmarks Foundation Grants:

##### *Indiana Preservation Grants*

Historic Landmarks' Indiana Preservation Grants are available to nonprofit organizations for professional architectural and engineering feasibility studies and other preservation consulting services, as well as organizational development and fundraising projects. The grants may not be used for physical restoration work. Historic Landmarks Foundation makes Indiana Preservation Grants on a four-to-one matching basis, with four dollars from us matching each local cash dollar. They will fund 80% of the total project cost up to \$2,500.

##### *African American Heritage Grants*

Historic Landmarks' African American Landmarks Committee awards grants ranging from \$500 to \$2,500 to assist organizations in the preservation and promotion of historic African American properties and sites in Indiana. Civic groups, schools, libraries, historical societies, and other nonprofit agencies are eligible to apply for grants for organizational assistance, studies assisting in or leading to the preservation of a historic African American place, and programs promoting the preservation, interpretation, and/or visitation of a historic African American place. They make the grants on a four-to-one matching basis, funding 80% of the total project cost up to \$2,500, whichever is less.



### *Heritage Preservation Education Grants*

Historic Landmarks Foundation and the Indiana Humanities Council make grants of up to \$2,000 for educational projects related to historic properties in Indiana. Eligible projects include lectures, workshops, conferences, production of audiovisual materials, heritage and cultural tourism programs, and educational publications. Proposals for Heritage Preservation Education Grants are due in mid-January each year. Completed applications are due in March, and grant awards are announced in late April. For more information, contact Historic Landmarks' Director of Heritage Education and Information.

*Source for Historic Landmarks Grants information:*

*<http://www.historiclandmarks.org/help/grants.html>. Contact them for more information and application procedures.*



## Appendix E: Secretary of the Interior's Standards

*The Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* were written by the Park Service to provide guidance for the treatment of historic buildings.

According to the Park Service, "The Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. But once a treatment is selected, the Standards provide philosophical consistency to the work." They are available through the following web site <http://www2.cr.nps.gov/tps/standguide/index.htm> and may also be purchased through the Government Printing Office.

*The Secretary of the Interior's Standards for Rehabilitation* specifically address rehabilitation of historic properties, which is available at <http://www2.cr.nps.gov/tps/tax/rehabstandards.htm>. It is also available in an illustrated version online (<http://www2.cr.nps.gov/tps/tax/rhb/stand.htm>) that also discusses rehabilitation of specific materials. These Standards are used to evaluate work that is being funded by Historic Preservation Fund grants or to determine whether a project is eligible for tax credits. Here are the ten standards:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.





5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## **Appendix F: *Preservation Briefs* Introduction**

The *Preservation Briefs* series has been published by the National Park Service for over 25 years, and provides technical information for a range of problems that are associated with older buildings. The intent of these publications is to provide a concise explanation of the problem with various solutions, written in technical terminology that is still easy for the layperson to understand.

All of these *Briefs* are available on-line at <http://www2.cr.nps.gov/tps/briefs/presbhom.htm>. They may also be purchased either individually or in sets and their prices vary. Here is a list of the available titles:

- 01: Assessing Cleaning and Water-Repellant Treatments for Historic Buildings
- 02: Repointing Mortar Joints in Historic Masonry Buildings
- 03: Conserving Energy in Historic Buildings
- 04: Roofing for Historic Buildings
- 05: The Preservation of Historic Adobe Buildings
- 06: Dangers of Abrasive Cleaning to Historic Buildings
- 07: The Preservation of Historic Glazed Architectural Terra-Cotta
- 08: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of  
Substitute Materials for Resurfacing Historic Wood Frame Buildings
- 09: The Repair of Historic Wooden Windows
- 10: Exterior Paint Problems on Historic Woodwork
- 11: Rehabilitating Historic Storefronts
- 12: The Preservation of Historic Pigmented Structural Glass  
(Vitrolite and Carrara Glass)
- 13: The Repair and Thermal Upgrading of Historic Steel Windows
- 14: New Exterior Additions to Historic Buildings: Preservation Concerns
- 15: Preservation of Historic Concrete: Problems and General Approaches
- 16: The Use of Substitute Materials on Historic Building Exteriors
- 17: Architectural Character - Identifying the Visual Aspects of Historic Buildings as an  
Aid to Preserving Their Character



- 18: Rehabilitating Interiors in Historic Buildings - Identifying Character-Defining Elements
- 19: The Repair and Replacement of Historic Wooden Shingle Roofs
- 20: The Preservation of Historic Barns
- 21: Repairing Historic Flat Plaster - Walls and Ceilings
- 22: The Preservation and Repair of Historic Stucco
- 23: Preserving Historic Ornamental Plaster
- 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
- 25: The Preservation of Historic Signs
- 26: The Preservation and Repair of Historic Log Buildings
- 27: The Maintenance and Repair of Architectural Cast Iron
- 28: Painting Historic Interiors
- 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs
- 30: The Preservation and Repair of Historic Clay Tile Roofs
- 31: Mothballing Historic Buildings
- 32: Making Historic Properties Accessible
- 33: The Preservation and Repair of Historic Stained and Leaded Glass
- 34: Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
- 35: Understanding Old Buildings: The Process of Architectural Investigation
- 36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
- 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
- 38: Removing Graffiti from Historic Masonry
- 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- 40: Preserving Historic Ceramic Tile Floors
- 41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
- 42: The Maintenance, Repair and Replacement of Historic Cast Stone



## Appendix G: National Register Information

The National Register of Historic Places is a list of properties that are considered to be of importance nationally, statewide, or locally. A property's significance can be either in a building's architecture, its history, or whether it has archeological value. Several of the neighborhoods in Richmond are already listed on the National Register. Here are some common questions associated with National Register listing:

### **If my house is on the National Register, does that mean I can't change my house?**

No. The National Register has an honorary function rather than a protective one. The only time NR listing can influence a project is whether state or federal funding is used for a project. Then, they have to go through a Section 106 Review, which basically mandates that the project managers have to be aware of any historic properties in the project area and to make sure that those properties are not adversely affected.

### **How do I list my property on the National Register?**

DHPA can assist you in preparing the nomination form, which is available from their office. When completed, it is then submitted to the DHPA staff for review. If they have any corrections or questions about the form, the applicant will have the opportunity to edit the nomination accordingly. Affected property owners are notified and given a chance to object. No private property is listed in the Register if the majority of owners object. The application is given a final review at the state level by the Indiana Historic Preservation Review Board, a governor-appointed nine-member panel of professional and citizen members. If the Board agrees, the application is sent to the National Park Service to request official listing on the National Register of Historic Places.

### **How do I find out if my property is already on the National Register?**

There are several sources for this information. The Wayne County Interim Report lists all properties and districts that are on the National Register. Since this report was recently completed, it is fairly up to date. DHPA also publishes a book on a roughly biannual basis called *Historic Indiana* that lists all of the Indiana properties on the Register. If your house does not appear to be individually listed, then it may be a part of a district. The Interim Report has maps of all of the National Register districts, as well as an inventory of all properties in those districts.

